

City of Boulder Department of Parks and Recreation
Athletics Office
Facility Use Application

Please fill out for each Special Event or Season

| | |
|---|-------------------------------------|
| Applicant's Name _____ | Facility Requested _____ |
| Sponsor/Organization _____ | Anticipated # of Participants _____ |
| Applicant's Address _____ | City _____ State _____ Zip _____ |
| Phone: Office: _____ Home: _____ | Nature of Event: _____ |
| Email address: _____ | |
| Date of Event (s) _____ | Hours _____ am/pm to _____ am/pm |
| _____ | Hours _____ am/pm to _____ am/pm |
| _____ | Hours _____ am/pm to _____ am/pm |
| _____ | Hours _____ am/pm to _____ am/pm |
| _____ | Hours _____ am/pm to _____ am/pm |
| _____ | Hours _____ am/pm to _____ am/pm |
| Number of Fields _____ | Rental Fee _____ |
| Maintenance Required? <input type="checkbox"/> Yes <input type="checkbox"/> No | Fee _____ |
| Number of Times/Day _____ | |
| Lights Required? <input type="checkbox"/> Yes <input type="checkbox"/> No | Fee _____ |
| Hours? _____ | |
| Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No | Fee _____ |
| On-Call Maintenance? <input type="checkbox"/> Yes <input type="checkbox"/> No | Fee _____ (determined by complex) |
| (without this, it may be hard to prepare fields during inclement weather) | |
| Press box <input type="checkbox"/> Yes <input type="checkbox"/> No | Fee _____ |
| (\$20/hour for supervisor) | |
| Potential Additional Costs: | |
| Diamond Dry (\$10/bag) | Fee _____ |
| Trash Removal (varies) | Fee _____ |
| Insurance Certificate enclosed <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | <u>Paid</u> | <u>Date</u> | |
|---|--------------------------|-------------|--------------------------------|
| Total fee | <input type="checkbox"/> | _____ | Key Deposit \$20 \$75 |
| Damage Deposit | <input type="checkbox"/> | _____ | Keys Checked Out? (Date) _____ |
| (facility and trash deposit for groups over 50 people) | | | |
| *To be returned after event, based upon condition of facility | | | Keys Returned? (Date) _____ |

Please make checks payable to: City of Boulder and mail with this form to Teri Olander, South Boulder Recreation Center, 1360 Gillaspie, Boulder CO 80305 OR
Fax to: Teri Olander, 303-441-4448 and include Credit Card Information:
Master Card ☐ Visa ☐ Card Number _____ Expiration Date _____

For the status of fields, please call (303) 441-3410

(OVER)

Applicant Responsibility Applicant agrees to the following conditions for the use of the facility:

1. Raising funds, charging admission or collecting money must have prior authorization.
2. No glass containers are allowed in any of the city parks, ballfields or athletic fields.
3. Destruction, damage, or removal of any vegetation or defacement of park property is prohibited. Lessee will be charged for cost of repairs.
4. Parks and facilities are patrolled by local law enforcement agencies. All applicable rules and regulations including State Statutes and City ordinances will be enforced.
5. Facilities must be left in a clean and orderly condition. Lessee will be required to pay for all damage including broken windows in press boxes, loss and cost of excessive clean up.
6. Lessee must provide the City with a certificate of insurance showing that the applicant has a comprehensive general liability policy for \$1,000,000 and that the City of Boulder and its employees, officers, and authorized volunteers are endorsed on such certificates as additional insured.
7. During the time the field and spectator area are being used by the Lessee, the Lessee is responsible for all accidents, injuries, field damages, or loss of property. City of Boulder and its designated representatives shall be held harmless from any and all claims resulting from the use by the Lessee.
8. Alcoholic beverages are allowed only at East Mapleton and Stazio ballfields.
9. The Boulder Parks and Recreation Department facilities, services and programs shall be rented and provided to groups that comply with the guidelines and provisions of The American's With Disabilities Act, that govern their businesses and operations, such as those provisions provided under Titles I, II, III, IV and V of the Act. Additionally, the Boulder Parks and Recreation Department facilities shall not be rented to groups who discriminate on the basis of disability, race, color, religion, national origin, pregnancy, age, military status, gender, gender identity, gender variance, or sexual orientation.
10. The Lessee may not sell or authorize the sale of food or concession items without the written approval of the City of Boulder Parks and Recreation Department, the Boulder Health Department, and the contracted concessionaire.

Cancellation Policy

Cancellation must be received 14 business days prior to the scheduled event to receive a full refund of reservation deposit. The reservation deposit is forfeited by the renter if the cancellation is received less than 14 business days prior to the events. A \$25.00 processing fee will be charged.

That I, my heirs, executors and assigns indemnify and hold harmless the City of Boulder for any claims, amounts, and/or damages that may arise during the rental process. That I release the City of Boulder and all of its agents from all liability for any injury which might be inflicted on third persons or property during the rental period. I have read and understand the rules/regulations above.

Signature of applicant _____ Date _____

Approved _____ Date _____

A copy of this agreement and attachment (if applicable) must be in the possession of the applicant or designated representative and shown to Parks and Recreation personnel or Police upon request.

Return of Deposit Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Cleanliness of Overall Facility | <input type="checkbox"/> If scoreboard is used, cleanliness, and nothing is broken |
| <input type="checkbox"/> Cleanliness of Restrooms | <input type="checkbox"/> Trash is picked up in the parking lot |
| <input type="checkbox"/> No Broken Windows | <input type="checkbox"/> No Charcoal remains |